

REGULATIONS AND INSTRUCTIONS
TO GOVERN THE RECORDING
AND REPORTING OF ALL EXTENSIONS
AND IMPROVEMENTS

OR OTHER CHANGES
IN PHYSICAL PROPERTY OF EVERY
COMMON CARRIER

AS PRESCRIBED BY THE
INTERSTATE COMMERCE COMMISSION
IN ACCORDANCE WITH SECTION 19a OF THE
ACT TO REGULATE COMMERCE

SECOND REVISED ISSUE

Effective January 1, 1919

[Reprinted without change in May 1936]



ORDER.

At a General Session of the INTERSTATE COMMERCE COMMISSION, held at its office in Washington, D. C., on the 31st day of March, A. D., 1919.

The subject of a uniform system for recording and reporting changes in the physical property of every common carrier subject to the provisions of the act to regulate commerce being under consideration:

It is ordered, That the regulations and instructions to govern the recording and reporting of changes in physical property of every common carrier subject to the provisions of the act to regulate commerce, which are set out in printed form to be hereafter known as Second Revised Issue, a copy of which is now before this Commission, be, and the same are hereby, approved; that a copy thereof, duly authenticated by the Secretary of the Commission, be filed in its archives, and a second copy thereof, in like manner authenticated, in the office of the Bureau of Valuation; and that each of said copies so authenticated and filed be deemed an original record thereof.

It is further ordered, That the said regulations and instructions be, and the same are hereby, prescribed for the use of the aforesaid carriers in the keeping of their records and in the preparation of reports of changes in physical property required by the Commission to be filed with it in accordance with section 19a of the act to regulate commerce; that each and every such carrier and each and every receiver or operating trustee of any such carrier be, and is hereby, required to keep its records and to prepare and furnish to the Commission reports of changes in physical property in conformity therewith; and that a copy of said second revised issue be sent to each and every carrier affected thereby, and to each and every receiver or operating trustee of any such carrier.

It is further ordered, That each and every carrier of the class hereinbefore described and referred to, and each and every receiver or operating trustee of any such carrier, whose property has been inventoried as of June 30, 1916, or as of June 30 of any previous year, shall be, and is hereby, required to file with the Commission on forms like B. V. Form No. 589, as soon as the same can be prepared, showing separately for each valuation section within each state, territory, and the District of Columbia, annual reports for the years ending June 30

of each year, up to and including the year ending June 30, 1917, and separately a report for the six months ending December 31, 1917. Those carriers whose property was inventoried as of June 30, 1917, shall file reports for the six months ending December 31, 1917. Thereafter the reports shall be made annually for the year ending December 31. Beginning with the year ending December 31, 1919, the reports shall be made within 60 days from the close of the year. Reports on forms like B. V. Form No. 588 shall be made to the Commission at such times and for such periods as may be requested by the Commission. Other reports shall be prepared and filed as called for by the instructions: *Provided*, that each and every carrier of the class described and referred to herein, and each and every receiver or operating trustee of any such carrier, shall be, and is hereby, required to keep, subsequent to December 31, 1918, the system of records herein provided, in the manner herein prescribed, so that reports on the forms and in accordance with the regulations and instructions herein provided and prescribed can be prepared therefrom.

Provided further, That each and every carrier of the class described and referred to herein, and each and every receiver or operating trustee of any such carrier, whose property has been inventoried as of June 30, 1918, or as of June 30 of any previous year, shall be, and is hereby, required, as rapidly as the work can be accomplished, to make up in accordance with "Exhibit E" a record of property changes occurring between the date of inventory and December 31, 1918; the record to be made separately for each year ending June 30, up to and including the year ending June 30, 1917. The period from June 30, 1917, to December 31, 1917, should be shown separately. The period from December 31, 1917, to December 31, 1918, should be for the year for all carriers affected, except carriers whose property has been inventoried as of June 30, 1918. The last-named carriers shall prepare the record for the six months ending December 31, 1918. Thereafter the record shall be made up for the year ending December 31.

It is further ordered, That Valuation Order No. 3, Revised, effective July 1, 1917, be, and it is hereby, superseded and cancelled as of the effective date of this order.

And it is further ordered, That January 1, 1919, be, and the same is hereby, fixed as the date on which the said second revised issue of Valuation Order No. 3 shall become effective.

By the Commission:

[SEAL.]

GEORGE B. MCGINTY,
Secretary.

REGULATIONS AND INSTRUCTIONS TO GOVERN THE RECORD-
ING AND REPORTING OF ALL EXTENSIONS AND IMPROVE-
MENTS, OR OTHER CHANGES IN THE PHYSICAL PROPERTY
OF EVERY COMMON CARRIER.

GENERAL.

(1) That the Commission may be enabled to comply with that portion of section 19a of the act to regulate commerce reading—

"Upon the completion of the valuation herein provided for the Commission shall thereafter in like manner keep itself informed of all extensions and improvements or other changes in the condition and value of the property of all common carriers, and shall ascertain the value thereof, and shall from time to time, revise and correct its valuations, showing such revision and correction classified and as a whole and separately in each of the several states and territories and the District of Columbia, which valuations, both original and corrected, shall be tentative valuations and shall be reported to Congress at the beginning of each regular session"—

a uniform system of records, which shall be established by carriers' is here prescribed. In these records it is intended that carriers shall record the extensions, improvements, or other changes that are made in their physical property after the date fixed by the Commission for the inventory of that property. For convenience, the extensions, improvements, or other changes in physical property are hereinafter referred to, individually and collectively, as property changes. From the records prescribed certain reports hereinafter indicated shall be prepared by carriers and filed with the Commission.

(2) The records which compose the system that shall be established are here listed:

- | | |
|---|----------------|
| 1. Authority for Expenditure..... | "Exhibit A." |
| 2. Detailed Estimate Sheet to supplement the Authority for Expenditure..... | "Exhibit A-1." |
| 3. Register of Authorities for Expenditures..... | "Exhibit B." |
| 4. Roadway Completion Report..... | "Exhibit C." |
| 5. Continuation Sheet to supplement the Roadway Completion Report..... | "Exhibit C-1." |
| 6. Semiannual Completion Report of Changes in Equipment.. | "Exhibit D." |
| 7. Record of Property Changes..... | "Exhibit E." |

The forms of the records numbered 1 to 6, inclusive, here prescribed, are shown by the exhibits lettered "A" to "D", inclusive, which have been made a part of these instructions. These forms indicate the minimum information required for the Commission's purposes, except that if under the practice of a carrier it has not been customary to show estimated costs upon its authorities for expenditure, then that showing may be omitted from the form of authority for

expenditure here prescribed. Any or all of the first six records above specified may be varied as to the order and arrangement of the data required to be shown, and additional data may be shown at the option of the carrier, provided the minimum information, with the exception above noted, required by these forms and instructions is shown upon the modified forms which carriers elect to use. The seventh record, styled "Record of Property Changes," sample sheet of which is marked "Exhibit E" and made a part of these instructions, shall be adopted by carriers without change, except as to size, in which respect it, and the other six records, may be varied to suit the convenience of carriers.

(3) The reports to be prepared by carriers from these records and filed with the Commission are here listed:

Statements compiled as of June 30 and December 31 of each year, listing the Roadway Completion Reports that have been prepared during the six months ending upon those dates.....	B. V. Form No. 586
Statements compiled as of June 30 and December 31 of each year, listing the Equipment Completion Reports that have been prepared during the six months ending upon those dates.....	B. V. Form No. 587
Statements of property units added and retired and their costs, to be prepared and filed at such times as the Commission may from time to time direct after the property is inventoried or after the date as of which any such previous lists are prepared and filed.....	B. V. Form No. 588
Annual statements of charges and credits to the investment account for property brought into, or retired from, operation, to be prepared as of December 31 of each year.....	B. V. Form No. 589

The forms and dimensions of these reports shall be as prescribed and indicated by the samples shown hereafter.

(4) Carriers shall establish and begin using as of January 1, 1919, that part of the system here prescribed which is embraced in the records marked exhibits "A" to "D," inclusive.

The Record of Property Changes, marked exhibit "E," shall be established, and the entries in it shall begin, as of July 1 next succeeding the date fixed by the Commission for the inventory of the property. The entries for the period prior to January 1, 1919, shall be taken from the available records. The source or sources from which the entries have been transcribed shall be shown with particularity for each entry.

(5) The property changes recorded in the records here prescribed shall be classified as nearly as practicable in conformity with the Commission's classification of investment in road and equipment that is in effect at the time the changes are made.

(6) The actual quantities only of material and property installed during the course of a property change shall be recorded in the records here prescribed. If payments to contractors or others in

settlement of losses or claims have been based upon other than the actual quantities installed, the amounts paid shall be entered in the appropriate accounts in the records here prescribed, but the constructive quantities upon which such payments have been computed shall be excluded from these records.

(7) Where one carrier assumes the cost of a change upon another carrier's property, or where one or more carriers participate with the owner in the cost of a change in the latter's property, the full detail of the property units involved and their costs shall be recorded in but one set of records and they shall be the records of the carrier to which the property in which the change has been made was originally inventoried by the Commission.

(8) There shall be filed with the Commission such maps, profiles, plans, diagrams, or other data for newly built roads as will show the nature and extent of their property and its location. Upon request of the Commission, such roads shall also file an inventory of their property. The valuation section references to be given such newly built roads shall be assigned under advice of the Commission.

Maps, profiles, plans, diagrams, or other data relating to branch lines built, or to extensions of existing lines shall be filed with the Commission. Valuation section references which shall be a continuation in consecutive, numerical order of those previously assigned to the other owned property within the State shall be given to such branch lines and extensions.

When so directed, carriers shall file with the Commission such maps, profiles, plans, diagrams, or other data relating to betterments, improvements, conversions, or retirements of property, as will show the general character and extent of those changes.

(9) The nature, amount, extent, and value of any aid, gift, grant of right of way, or donation made by the Government of the United States or by any State, county, or municipal government or by individuals, associations, or corporations, to any common carrier in connection with property changes in its property shall be recorded in the records, here prescribed, of the carrier that was the recipient of such aid.

(10) If a common carrier, by purchase, or through merger or consolidation, acquires part or all of the physical property of another common carrier, the vendor shall issue an Authority for Expenditure and prepare a Completion Report to record its release of the property. The vendee shall issue an Authority for Expenditure and prepare a Completion Report to record its acquisition of the property.

If the transaction involves all of the property devoted to common carrier purposes by the vendor, and that property has been inventoried by the Commission, or if the part transferred consists of one or more valuation sections in entirety, the entries under the

heading "Property Retired" in the vendor's Completion Report shall consist of a list of the valuation sections that comprise the property released, arranged by States and with the valuation section termini shown. A copy of the Record of Property Changes recording the changes that have been made in the property during the interval between the date it was inventoried and the date it is transferred to the vendee, shall be prepared by the vendor and given to the vendee at the time the transfer is effected. The record thus secured by the vendee shall be perpetuated and used to record the changes which it makes in the property subsequent to its acquisition. As reference the vendee shall use its own valuation section number or numbers and also refer to the previous owner and its valuation section number or numbers. The vendee shall list in its Completion Report, under the heading "Property Units Added," the valuation sections that comprise the property acquired; the list shall be so arranged, described, and referenced as to correspond with the vendor's list. If new valuation section references are assigned by the vendee to the property acquired, they also shall be shown.

If all, or part, of the property transferred consists of a portion only of a valuation section, an inventory of the portion transferred that is less than a valuation section shall be taken and the Completion Reports of both the vendor and vendee shall enumerate the property units and quantities determined in that inventory, and their costs whenever possible.

If a common carrier acquires railway property from individuals, firms, corporations, or others, that were not common carriers, the vendee shall inventory the property acquired and shall embody the inventory in the appropriate Completion Report.

(11) The Completion Report of the vendor shall show the cost to the vendor of the property released. The Completion Report of the vendee shall show the cost to the vendee of the property acquired. If these costs differ from the money outlay for construction and improvement of the property transferred, the difference between such costs and such money outlay shall be distributed to a convenience account styled "Difference between the price paid for property acquired and the money outlay for construction and improvement of that property." The money outlay only shall be distributed upon an actual or estimated basis, among the primary accounts that are applicable to the property.

(12) The unit designations, the quantities and descriptions recorded in the Completion Reports and in the Record of Property Changes shall be stated so far as possible in the terms of the inventory taken by this Commission.

(13) The Completion Reports shall be attested under oath by the official under whose direction the property changes were made.

The reports here prescribed to be filed with the Commission shall be attested under oath by the official under whose direction they were prepared.

AUTHORITIES FOR EXPENDITURES.

(14) Carriers shall issue an Authority for Expenditure for each change in their property. In so far as possible these Authorities shall be issued in advance of making the property changes. Those covering involuntary retirements of property, or changes effected under stress of emergency, may be issued as and when the changes are made.

The Authorities issued for roadway and structural changes shall not overlap valuation section limits. Each Authority issued shall describe the change authorized and its location. A blanket Authority may be issued for minor changes upon a valuation section and for such changes as affect an entire valuation section. Changes in the form of additions, improvements, or retirements, made in connection with a general maintenance program upon a valuation section, may also be authorized under blanket Authority.

Roadway changes shall be authorized separately from equipment changes, except when a railway property, in whole or in part, is acquired in which is included the acquisition of equipment.

The Authorities that are issued for equipment changes shall be drawn separately for the classes indicated by the Commission's classification of investment in road and equipment.

In case the Authorities for Expenditure are issued by other than the company that owns the property in which the change is to be made, the pertinent facts of the circumstance shall be stated. Before issuance each Authority shall be referenced by a registered number with the name of the state and the number of the valuation section suffixed. Those issued for changes in equipment shall bear merely the suffix "Eq."

A form of Authority for Expenditure is shown by the exhibit marked "A."

DETAILED ESTIMATE SHEET.

(15) Whenever it is desired to make an extended statement of the estimated cost of any property change, a detailed estimate sheet to supplement the Authority for Expenditure shall be used. A suggested form for this purpose is marked exhibit "A-1."

REGISTER OF AUTHORITIES FOR EXPENDITURES.

(16) Each carrier shall establish a register in which to record in consecutive, numerical order with the appropriate state and valuation section references, the Authorities for Expenditures issued.

The registered number, with the state and valuation section references suffixed (or in the case of equipment merely the suffix "Eq.") shall become the identifying reference of the change authorized and shall thereafter be so used. A suggested form of Register is marked exhibit "B," which is shown hereafter.

COMPLETION REPORTS.

(17) As each change affecting roadway property is turned over to, or retired from, operation, and as common carrier property is transferred from one owner to another, a Completion Report shall be prepared to record the details of each such change. As illustrative of desirable forms for this purpose, reference is made to the exhibits contained herein marked "C," and "C-1." Each Roadway Completion Report shall show:

Reference to the Authority for Expenditure.

The significant facts of ownership and operation.

The location of the property change.

A description of the property change.

By whom the costs involved are borne.

An enumeration by primary accounts of units added.

Aggregate cost but not cost per unit unless work was done by contract at a price per unit, in which case unit contract price shall be given. Aggregate cost shall be distributed under each account as follows:

1. Labor.

2. Materials, actual amounts paid.

3. All estimated costs shall be stated separately when so computed by the carrier.

4. Cost of effecting property retirements.

Descriptive detail of the property units retired and their costs, and of any valuation sections, in whole or in part, released and their costs.

Classification of the property changes and of the costs involved, among the appropriate accounts.

For changes in equipment, Completion Reports that will show by classes the minimum information indicated by the exhibit contained herein marked "D," shall be prepared as of June 30 and December 31 of each year, beginning June 30, 1919. These reports shall show:

Reference to the Authority for Expenditure.

The significant facts of ownership and operation.

The number, name, or other designation of the unit or series of units to which the change is applicable.

Description of the equipment to which the change is applicable.

Number of units affected by the change.

ORDER

At a Session of the INTERSTATE COMMERCE COMMISSION
Division 1, held at its office in Washington,
D. C., on the 6th day of April, A. D. 1934.

The Commission, Division 1, having under consideration its "Regulations and Instructions to Govern the Recording and Reporting of all Extensions and Improvements or Other Changes in Physical Property of Every Common Carrier", prescribed by its Valuation Order No. 3, Second Revised Issue, dated March 31, 1919;

And it appearing, That the provision requiring each Roadway Completion Report to show the distribution of aggregate cost between labor and materials and the separate stating of all estimated costs when so computed by the carrier, contained in Section 17 of said Regulations and Instructions is no longer necessary;

Now, therefore, it is ordered, That Section 17 of said Regulations and Instructions prescribed by Valuation Order No. 3, Second Revised Issue, dated March 31, 1919, is hereby amended to provide as follows:

COMPLETION REPORTS.

(17) As each change affecting roadway property is turned over to, or retired from, operation, and as common carrier property is transferred from one owner to another, a Completion Report shall be prepared to record the details of each such change. As illustrative of desirable forms for this purpose, reference is made to the exhibits contained herein marked "C" and "C-1". Each Roadway Completion Report shall show:

Reference to the Authority for Expenditure.

The significant facts of ownership and operation.

The location of the property change.

A description of the property change.

By whom the costs involved are borne.

An enumeration by primary accounts of units added.

Aggregate cost but not cost per unit unless work was done by contract at a price per unit, in which case unit contract price shall be given. Aggregate cost of property added and retired shall be distributed by constituent parts or items of property under each primary account.

Cost of affecting property retirements shall be distributed by primary accounts.

Descriptive detail of the property units retired and their costs, and of any valuation sections, in whole or in part, released and their costs.

Classification of the property changes and of the costs involved, among the appropriate accounts.

For changes in equipment, Completion Reports that will show by classes the minimum information indicated by the exhibit contained herein marked "D" shall be prepared as of June 30 and December 31, of each year, beginning June 30, 1919. These reports shall show:

Reference to the Authority for Expenditure.
 The significant facts of ownership and operation.
 The number, name or other designation of the unit or series of units to which the change is applicable.
 Description of the equipment to which the change is applicable.
 Number of units affected by the change.
 Description of the change.
 Date of change.
 Cost of change.
 Distribution to the appropriate accounts of the cost of the change.

If Completion Reports are prepared by other than the carrier that owns the property in which the change has been made, the pertinent facts of the circumstance shall be stated.

Where roadway or structural changes are effected under contract and paid for in a lump sum, a list of the units involved in the change, if not obtainable otherwise, shall be secured by an inventory of the property change. The amount paid under the contract shall be distributed to the accounts to which the property is classified in the inventory.

If portions of an authorized change are turned over to operation before completion of the project as a whole, "Progressive" Completion Reports, referenced as such and numbered, shall be prepared to record the portions of the change that have been brought into operation. The report that records the conclusion of the authorized change shall be designated as the "Final" Completion Report.

From the Completion Reports above described, transcripts shall be made to the Record of Property Changes, as hereinafter indicated.

Completion Reports covering property changes that were in progress on the date of valuation, portions of which changes had been turned over to operation and included in the inventory of this Commission, shall be divided into two parts - the first part to show the property turned over to operation and inventoried as of the date of valuation and its costs, the second part to show the property units subsequently installed and their costs. The quantities and costs included in the second part only shall be transcribed to the Record of Property Changes.

And it is further ordered, That April 15, 1934, be, and the same is hereby, fixed as the date on which the said amendment of Section 17 of Regulations and Instructions prescribed by Valuation Order No. 3, Second Revised Issue, dated March 31, 1919, shall become effective.

By the Commission, division 1.

GEORGE B. MCGINTY,

Secretary.

(SEAL)

Description of the change.

Date of change.

Cost of change.

Distribution to the appropriate accounts of the cost of the change.

If Completion Reports are prepared by other than the carrier that owns the property in which the change has been made, the pertinent facts of the circumstance shall be stated.

Where roadway or structural changes are effected under contract and paid for in a lump sum, a list of the units involved in the change, if not obtainable otherwise, shall be secured by an inventory of the property change. The amount paid under the contract shall be distributed to the accounts to which the property is classified in the inventory.

If portions of an authorized change are turned over to operation before completion of the project as a whole, "Progressive" Completion Reports, referenced as such and numbered, shall be prepared to record the portions of the change that have been brought into operation. The report that records the conclusion of the authorized change shall be designated as the "Final" Completion Report.

From the Completion Reports above described, transcripts shall be made to the Record of Property Changes, as hereinafter indicated.

Completion Reports covering property changes that were in progress on the date of valuation, portions of which changes had been turned over to operation and included in the inventory of this Commission, shall be divided into two parts—the first part to show the property turned over to operation and inventoried as of the date of valuation and its costs, the second part to show the property units subsequently installed and their costs. The quantities and costs included in the second part only shall be transcribed to the Record of Property Changes.

RECORD OF PROPERTY CHANGES. 1262-18

(18) As of July 1 next succeeding the date fixed by the Commission for inventory of the property, carriers shall establish for each valuation section a Record of Property Changes, the form of which is shown by the exhibit contained herein marked "E" to which shall be transcribed from the Completion Reports, a record of the changes which affect the property embraced in each valuation section. The record shall be established according to owners of the property in which the change is made and shall be arranged by those primary accounts of the classification prescribed by this Commission for investment in road and equipment that are applicable to each valuation section.

For equipment, the Record of Property Changes shall be established according to owners of the property in which the change is

made and in conformity with those primary accounts of the aforementioned classification which are applicable to that class of property. Equipment shall be grouped according to the regional assignment to which it is allocated.

Each transcript to the record shall show reference to the appropriate Authority for Expenditure. In the case of installations of property, the date that such property was turned over to operation shall be shown. In the case of retirement of property, the date that such property was withdrawn from the service shall be shown. The amounts transcribed as the cost of property installed shall be those only that affect the investment in road and equipment. Those costs in the Completion Report that are distributed to other than the investment in road and equipment shall be omitted from the Record of Property Changes. The costs inserted for additional property or improvements shall be stated separately from the cost of property that has been retired. Under the appropriate headings descriptive of property units, there shall be shown separately the units added and the units retired. The entries for retired units shall be in red or otherwise clearly indicated.

d. The headings inserted in the Record of Property Changes, descriptive of property units, shall be stated, so far as possible, in the terms of the Commission's inventory of the property. As new types of property units are introduced, appropriate descriptive headings shall be inserted.

e. In aggregating the items entered in the Record of Property Changes, the total inserted under each primary account shall be so arranged as to show separately the property additions and their costs, from the property retirements and their costs, for the period for which the total is being stated. Nowhere in the record shall use be made of net figures or amounts in recording property changes. When necessary a sheet styled "Difference between the price paid for property acquired and the money outlay for construction and improvement of that property" shall be inserted in the Record of Property Changes.

The Record of Property Changes shall contain no entries for the inventoried portions of property changes that were under way on the date fixed by this Commission as of which the property was to be valued.

SEMI-ANNUAL STATEMENT OF ROADWAY COMPLETION REPORTS.

(19) As of June 30 and December 31 of each year, carriers shall list upon forms similar to B. V. Form No. 586 the Roadway Completion Reports that have been prepared during periods ending upon those dates. These lists shall be filed with the Commission within 30 days after the close of the periods named, beginning with the period ending June 30, 1919.

Upon request of the Commission, carriers shall furnish to the Commission, for the period between the date as of which the property was inventoried and December 31, 1918, upon forms similar to B. V. Form No. 586, such lists of completed projects as many be deemed necessary.

SEMI-ANNUAL STATEMENT OF EQUIPMENT COMPLETION REPORTS.

(20) As of June 30 and December 31 of each year, carriers shall list upon forms similar to B. V. Form No. 587 the Equipment Completion Reports that have been prepared during the six-month periods ending upon those dates. These statements shall be filed with the Commission within 30 days after the close of the periods named, beginning with the period ending June 30, 1919.

Upon request of the Commission carriers shall furnish to the Commission, for the period between the date as of which the property was inventoried and December 31, 1918, upon forms similar to B. V. Form No. 587, such lists of completed projects as may be deemed necessary.

STATEMENT OF PROPERTY UNITS ADDED AND RETIRED AND THEIR COSTS.

(21) Upon forms like the one marked "B. V. Form No. 588," carriers shall prepare and file with this Commission, when directed, statements that shall show for each valuation section and for equipment:

- (1) A list of property added since the inventory or since the date of any such previous list and its cost;
- (2) a list of property retired or released since the inventory or since the date of any such previous list and its cost.

The property listed shall be stated in the terms of the inventory and shall be so arranged and classified as to correspond with the inventory. Provision shall be made under each account for inserting descriptions of any new types of property or units that may have been introduced since the inventory. The entries to be inserted in the columns headed "Property Added" and "Property Retired" shall be taken from the Record of Property Changes and shall correspond with the data there recorded. The amounts representing the costs inserted under the heading "Property Added" shall be those only that affect the investment in road and equipment.

ANNUAL STATEMENT OF CHARGES AND CREDITS TO THE INVESTMENT ACCOUNT FOR PROPERTY BROUGHT INTO OR RETIRED FROM OPERATION.

(22) Upon forms like the one marked "B. V. Form No. 589," carriers shall prepare annually and file with the Commission statements that shall show for each valuation section within each state and territory and the District of Columbia the charges for property placed in operation and the credits for property retired from operation that have

affected the investment in road and equipment during the year for which the statement is prepared. The amounts reported shall be taken from the Record of Property Changes. Carriers inventoried as of June 30, 1914, shall report for the fiscal years ending June 30, 1915, 1916, and 1917; carriers inventoried as of June 30, 1915, shall report for the fiscal years ending June 30, 1916 and 1917; carriers inventoried as of June 30, 1916, shall report for the fiscal year ending June 30, 1917; and each such carrier shall file a report for the six months ended December 31, 1917, and for each succeeding fiscal year ending December 31 thereafter. Carriers inventoried as of June 30, 1917, and any June 30 subsequent to that date, shall file a report for the first six months ending December 31, subsequent to date of inventory and for each succeeding fiscal year ending December 31, thereafter. The statements for the periods between the date of valuation and December 31, 1918, shall be filed with the Commission as soon as they can be prepared. After December 31, 1919, the statements required shall be filed with the Commission within 60 days after the close of the period for which they are prepared.

(23) The form of the records and reports herein prescribed are those applicable to steam roads only, and the instructions governing the use of those records and reports have been expressed in terms that are likewise applicable to steam roads only. Nevertheless, the records and reports prescribed and the instructions governing them, after suitable modification to adapt them to the varying terminology and arrangement of the accounting classifications prescribed by the Commission, shall apply with equal force to all common carriers that are subject to the act to regulate commerce.

(24) Nothing said in the foregoing regulations and instructions, and nothing provided in the forms and reports herein prescribed, shall be construed as conflicting with, or taking the place of, any of the provisions of the effective accounting classifications of the Commission.

SUPPLEMENT NO. 7 TO VALUATION ORDER NO. 8, SECOND REVISED ISSUE

LIST OF UNITS

FOR USE OF TELEGRAPH AND CABLE COMPANIES
(EXCLUSIVE OF WIRELESS TELEGRAPH COMPANIES)
IN THE PREPARATION OF

COMPLETION REPORTS

AND THE

RECORD OF PROPERTY CHANGES

AS PRESCRIBED BY THE
INTERSTATE COMMERCE COMMISSION
IN ACCORDANCE WITH SECTION 19a OF
THE INTERSTATE COMMERCE ACT



EFFECTIVE JANUARY 1, 1932

LIST OF UNITS

FOR USE OF TELEGRAPH AND CABLE COMPANIES
(EXCLUSIVE OF WIRELESS TELEGRAPH COMPANIES)
IN THE PREPARATION OF

COMPLETION REPORTS

AND THE

RECORD OF PROPERTY CHANGES

AS PRESCRIBED BY THE

INTERSTATE COMMERCE COMMISSION

IN ACCORDANCE WITH SECTION 19a OF
THE INTERSTATE COMMERCE ACT

EFFECTIVE JANUARY 1, 1932



UNITED STATES

GOVERNMENT PRINTING OFFICE

WASHINGTON : 1931

INTERSTATE COMMERCE COMMISSION

WASHINGTON

MODIFYING AND SUPPLEMENTAL ORDER

At a General Session of the INTERSTATE COMMERCE COMMISSION, DIVISION 1, held at its office in Washington, D. C., on the 24th day of April, A. D. 1931

Valuation Order No. 3, Second Revised Issue, covering the regulations and instructions to govern the recording and reporting of all extensions and improvements or other changes in physical property of every common carrier subject to the Interstate Commerce Act, provides in section 17, page 10 thereof, that such carriers shall record on completion reports the details of each change affecting roadway property and equipment turned over to, or retired from, operation and of common carrier property transferred from one owner to another; section 18, page 11 thereof, provides that such carriers shall establish a record of the changes that have been made in the physical property since the date fixed for the basic inventory of the property in accordance with certain requirements.

Supplement No. 4 to Valuation Order No. 3, Second Revised Issue, provides a list of units for use of carriers in the preparation of completion reports and the record of property changes by all carriers subject to the Interstate Commerce Act.

It appearing that the arrangement by primary accounts of the list of units for use of carriers in the preparation of completion reports and the record of property changes as prescribed by Supplement No. 4 to Valuation Order No. 3, Second Revised Issue, is applicable to rail carriers rather than to telegraph and cable companies, for which the Commission has prescribed a separate and different uniform system of accounts; Now, therefore, for the purpose of establishing a uniform manner of recording and reporting of extensions and improvements or other changes in the physical property of telegraph and cable companies (exclusive of wireless telegraph companies):

It is ordered, That each and every such carrier, and each and every receiver, or operating trustee of any such carriers, be, and is hereby required, to record such changes of property subsequent to December 31, 1931, in accordance with the list of property units attached hereto and made a part hereof.

By the Commission, Division 1.

[SEAL.]

GEORGE B. MCGINTY,
Secretary.

INTERSTATE COMMERCE COMMISSION
BUREAU OF VALUATION

LIST OF UNITS TO BE USED IN CONNECTION WITH
VALUATION ORDER NO. 3, SECOND REVISED ISSUE

The units referred to herein are those prescribed for use of telegraph and cable companies (exclusive of wireless telegraph companies) in the preparation of Completion Reports and the Record of Property Changes, and are effective as of January 1, 1932.

It is the purpose and intent of this order that all principal or substantial items of property shall be recorded in conformity with the list of units herein prescribed. Items of relatively minor importance and value and not susceptible of being classified in terms of the units herein prescribed shall be grouped under each primary account and recorded as "Miscellaneous Associated Items." The bare material cost of such items shall be separately recorded as a total for each account in the Completion Reports and the Record of Property Changes.

The items and units listed are not to be considered as excluding from an account additional substantial items which are omitted from the list. Where additional units are desired in a given account, appropriate designations may be selected, preferably from the list in other accounts or from Supplement No. 4.

If type symbol designations are used as descriptive of the character and size of items, complete and detail description of what comprises each new type shall be prepared, and shall be filed with and be subject to the approval of the Bureau of Valuation.

Additional descriptive information which is thought to have a material bearing on the cost of an article should be shown. Additional detail or subdivision of units may be shown on the Completion Reports, provided proper summarization is made in terms of the units in this list.

In the following list of units, the phrases shown in parentheses after each item are indicative of the descriptive information required and the subdivision by classes for each item.

All fixed property must be reported by valuation sections and land and buildings by accurate location within a valuation section. Where necessary to supplement descriptions, this should be done by reference to available plans and specifications, or by sketches or photographs.

Except as hereinbefore specified, all retirements shall be stated in items and units that conform to the engineering report, or to the Record of Property Changes if installed under Valuation Order No. 3.

Materials salvaged from property retired when reused shall be designated as "secondhand." Parts of a structure left in place and reused in connection with property retired and replaced shall be designated as "reused." In its application this rule shall be restricted to changes in property involving consequential amounts.

ACCOUNT 204. RIGHT OF WAY

Item	Unit
Right of way—Identify by map or suitable description giving location. Give analysis of total cost.....	Miles, Acres, or Sq. Ft.

ACCOUNT 205. LAND

Land—Identify by map or parcel number. Give analysis of total cost showing separately cost of land, cost of improvements (estimated if not known), attorney's fees, and similar items.....	Acre, or Sq. Ft.
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ACCOUNT 206. BUILDINGS

Item	Unit
Buildings—Give location, brief description, and dimensions of each building. Reference to available plans and specifications for important structures should be shown.....	Each.

ACCOUNT 207. TELEGRAPH EQUIPMENT

Independent telegraph office (main or branch)—Location of office with listing and description of the various items of equipment.....	Each, or as appropriate for the item.
Offices in railroad stations—List and describe the various items of equipment for all offices in a valuation section.....	Each, or as appropriate for the item.

NOTE.—Large relay repeater offices to be stated separately.

ACCOUNT 208. MESSENGER EQUIPMENT

Independent telegraph office—Location of office with listing and description of the various items of equipment.....	Each, or as appropriate for the item.
Subscribers' call boxes—Type (includes the call box and all associated equipment and interior wiring on subscribers' premises up to the point where the interior wiring is attached to the outside wiring, or as in the case of an office building, to a common cable which serves other subscribers on the premises).....	Each.
Messenger uniforms.....	Each garment.

ACCOUNT 209. OTHER EQUIPMENT OF TELEGRAPH OFFICES

Independent telegraph office (main or branch)—Location of office with listing and description of the various items of equipment.....	Each, or as appropriate for the item.
Offices in railroad stations—List and describe the various items of equipment for all offices in a valuation section.....	Each, or as appropriate for the item.

NOTE.—Large relay or repeater offices to be stated separately.

ACCOUNT 210. SUBSCRIBERS' EQUIPMENT

Subscribers' installation—List separately, printer, Morse, telephone, ticker and time service installations.....	Each.
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NOTE.—The unit shall include all the equipment and the wiring up to the point where the inside wiring is attached to the outside lines or to a common cable serving a building, as in the case of Account 208, Messenger Equipment.

ACCOUNT 211. POLE LINES

Item	Unit
Poles (length, material, class, or size, and treatment; if poles are purchased by "top diameter" instead of "class," give the "top diameter"; if butts are treated with creosote by the standard open-tank method, designate as "butt treated" any other treatment to be described)-----	Each.
Pole settings (length of pole and kind of digging such as earth or rock that requires blasting, or swamp soil that is permanently saturated with water, describe unusual conditions such as exceptionally hard or soft soil, loose rock, etc.)----	Each.
Crossarms, in place, including braces and fastenings (length in feet), size of type and material; "Type W" is 3" \times 4 $\frac{1}{4}$ ", the size usually used with steel pins, and "Type S" is 3 $\frac{3}{4}$ " \times 4 $\frac{1}{4}$ ", the size usually used with 1 $\frac{1}{4}$ " wood pins; each individual crossarm shall be shown, whether it is placed singly or as one of the crossarms comprised in a "double arm")-----	Each.
Pins, steel, size and type-----	Each.
Pins, wood, size and type-----	Each.
Brackets, wood, pole, size and type, including spikes for attaching-----	Each.
Brackets, iron, pole, size and type, including screws for attaching-----	Each.
Transposition brackets, size and type (including pins and attachments; state number of pins)-----	Each.
Guys, including guy clamps (show number of guys, size, and material if other than steel; standard guy strand may be described by giving its breaking weight as 4,000 lbs., 6,000 lbs., 10,000 lbs., or 16,000 lbs.)-----	Each.
Anchors, anchorage complete (anchorage or the structures to which the guy is attached may be separated by types as follows: "Type H" to another pole, guy stub, tree or building; "Type A" to buried anchor including log; "Type R" to rock eyebolt; give size of rod, and if patent anchors give description)-----	Each.
Special fixtures, such as river crossings, towers, bridge fixtures, etc. (list separately and describe individually; do not include simple fixtures)-----	Each.
Butt treatments (covers butt treatments of poles subsequent to purchase; describe treatment)-----	Each.
Tree trimming-----	Miles trimmed.
Clearing right of way-----	Miles and width cleared.
Subscribers' installations—List separately, call box, printer, Morse telephone, ticker and time service installations-----	Each.
NOTE.—Typical items of property which may be included in this account under the heading "Miscellaneous Associated Items" are:	
Break irons.	
Double arms (the additional cost thereof).	
Ground braces.	
Guard screens (or sets).	
Guy guards.	
Lightning rods.	

ACCOUNT 211. POLE LINES—Continued

Item	Unit
Mechanical protection (hub guards, crib guards, or wire wound).	
Painting poles.	
Poles stencilled (painted or metal characters).	
Poles stepped.	
Self-supporting fixtures.	
Simple fixtures.	
Special braces (extension, vertical or back brace).	
Special foundations other than those included in major units.	
Settings in sidewalks or other types of pavements (the additional cost thereof).	
Strain insulators.	
Wall or special brackets.	
Other miscellaneous items not included in major units.	

ACCOUNT 212. AERIAL CABLE

Cable (kind of cable, size and gauge of conductor, number of single conductors or pairs of conductors or number of quads of each size of conductors, kind of insulation, and kind of sheath; give specification or code number if possible. Includes potheads, splicing, placing and miscellaneous associated items. Describe any special features)-----	Lineal Ft.
Cable suspension, includes fastenings and cable hangers; (show material and size of messenger wire; messenger wire may be described by giving its breaking weight as 4,000 lbs., 6,000 lbs., 10,000 lbs., or 16,000 lbs.)-----	Lineal Ft.
Cable boxes (show size and kind; describe briefly the equipment therein and whether equipped with balcony or pole seat). Unit to include equipment such as arresters, balconies, binding posts, bridle rings, carbon blocks, connecting blocks, cross connecting rings, cut-outs, electrolysis protection, fanning strips, fuses and fuse mounting, ground rods and wires, jumper wire, mechanical protection, micas, porcelain tubes, pole seats, protector blocks, protector mountings, terminal blocks, terminal heads, and terminal racks--	Each.

ACCOUNT 213. AERIAL WIRE

Copper, H. D., bare, includes insulators, sleeves, and tie wires (standard insulators are double petticoat glass; if other than standard give description; give size and gage or weight per mile. Brown & Sharpe gage is usually used, although the following are also used: # 8 BWG, weight 435 lbs. per mile; # 12 NBS, weight 172 lbs. per mile; # 7½ B&S, weight 300 lbs. per mile)-----	Mile.
Iron wire, galvanized, bare, including insulators and tie wires (give size and gage; Birmingham wire gage BWG is almost universally used; EBB grade is standard and if BB grade is used, so state)-----	Mile.
Copper-clad wire, bare (same as copper, H. D., bare except that if the "grade" of the wire is other than the 40% conductivity usually used, the per cent of conductivity should be shown)-----	Mile.

ACCOUNT 213. AERIAL WIRE—Continued

Item	Unit
Bronze wire, bare (give size and gage), includes insulators and tie wires-----	Mile.
Insulated wire, weatherproof, including insulators and tie wires (show material, size, gage of conductor, and whether single, double, or triple braid)-----	M. Ft.
NOTE.—This item does not include wire associated with subscribers' installations.	
Insulated wire, rubber covered, including insulators and tie wires (show material, size, gage of conductor, whether single conductor or twisted pair, describe any special features regarding rubber insulation or weatherproof braid)-----	M. Ft.
NOTE.—This item does not include wire associated with subscribers' installations.	
Subscribers' installations—List separately, call box, printer, Morse, telephone, ticker, and time-service installations----	Each.
Transpositions (physical; phantom)-----	Each.
Dry spot boxes (including associated items)-----	Each.

ACCOUNT 214. UNDERGROUND CONDUIT

Underground conduit (plans for all except small jobs should be available).	
Conduit (show feet of trench for each different structure of conduit, showing kind, size, material and number of ducts; also fully describe the protection of ducts by concrete or creosoted plank; describe any unusual features in depth of trench, rock or swamp digging, under railroad tracks, etc.)-	Duct. Ft.
Manholes, complete (state material and thickness of walls, roof, and floor, shape and inside dimensions, size and weight of frame and cover; note sump or sewer connection, number and description of cable supports, pull-in irons and any unusual features)-----	Each.
Paving (description and thickness and give any unusual features required by local laws)-----	Sq. Yd.

ACCOUNT 215. UNDERGROUND CABLE

Underground cable (furnish same information as for Account 212, Aerial Cable, describing special features, if any)-----	Lineal Ft.
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ACCOUNT 216. SUBMARINE CABLE

Submarine cable (furnish same information as for Account 212, Aerial Cable, and in addition whether single or double armor. Describe any special features regarding fastenings of shore ends, shore ends laid in trench, dredging, terminals, pot-heads, cable house, etc. Each installation should be separately listed and described)-----	Each installation.
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ACCOUNT 217. PNEUMATIC TUBES

Pneumatic tubes (kind of material, inside diameter, thickness of wall or weight per foot); unit includes sleeves, flange couplings, bends, insulating joints, expansion joints, special mechanical protection, etc-----	Lineal Ft.
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NOTE.—For encasement, use units provided for Account 214, Underground Conduit.

ACCOUNT 218. FLOATING EQUIPMENT

Floating equipment (kind, builder, and appropriate description) Each.

ACCOUNT 219. RAILWAY EQUIPMENT

Item	Unit
Steam locomotives, complete (passenger, freight, or switch service, kind, Whyte symbols, cylinder size, saturated or superheated steam, total light weight of engine and tender) ..	Each.
Freight-train cars (subclass; body and under frame of steel, wood or composite; capacity, length over end sills, and kind of trucks)	Each.
Passenger-train cars (subclass; length over end sills, capacity in passengers or pounds, kind of body, underframe and trucks) ..	Each.
Tank cars (subclass; body and underframe of steel, wood, or composite; capacity; length over end sills and kind of trucks) ..	Each.
Other railway equipment (describe as appropriate for the item) ..	Each.

ACCOUNT 220. CABLE EQUIPMENT

For appropriate units, see Account 207, Telegraph Equipment.

ACCOUNT 221. OTHER EQUIPMENT OF CABLE OFFICES

For appropriate units, see Account 209, Other Equipment of Telegraph Offices.

ACCOUNT 222. CABLE LINES

For appropriate units, see Accounts 211, 212, 213, 214, 215, and 216, the corresponding land line accounts.

ACCOUNT 223. CABLE FLOATING EQUIPMENT

Cable floating equipment (kind, builder, and general description)

Each.

ACCOUNT 224. OFFICE FURNITURE AND FIXTURES

Office (location of building and listing and description of the various items of equipment of office furniture and fixtures assignable to this account)

Each, or as appropriate for the item.

ACCOUNT 225. GENERAL SHOP EQUIPMENT

Give location of shop.

Machines, complete with drive, excluding foundation (kind, maker, description, special attachments, size or capacity, and weight if known)	Each.
Foundations for machines, when not a part of the building (state kind and cubic yards)	Each.
Line shafting, including couplings, hangers, and supports (kind, diameter, and length)	Lot.
Pulleys (material, diameter, kind, width, and number)	Lot.
Belting (material, thickness, width, and length)	Lot.
Important tools (kind, size, and drive)	Each.
Engines and turbines (kind, maker, size, horsepower, R. P. M., capacity, and weight if known)	Each.
Boilers, complete, including setting breeching or flue, mechanical stoker, forced-draft installations, superheaters, etc.	Each.

REVISED SUPPLEMENT NO. 6 TO VALUATION ORDER NO. 3
SECOND REVISED ISSUE

ORDER TO GOVERN THE
PREPARATION AND FILING OF B. V. FORMS
NOS. 586, 587, AND 589 AND CANCELLATION
OF SUPPLEMENT NO. 1 TO VALUATION
ORDER NO. 3, SECOND REVISED ISSUE

AS PRESCRIBED BY THE
INTERSTATE COMMERCE COMMISSION
IN ACCORDANCE WITH SECTION 19a OF THE
INTERSTATE COMMERCE ACT

Effective January 1, 1933



UNITED STATES
GOVERNMENT PRINTING OFFICE

WASHINGTON : 1932

ORDER

At a General Session of the INTERSTATE COMMERCE COMMISSION, Division 1, held at its office in Washington, D. C., on the 25th day of November, A. D. 1932

The subject of reporting changes in physical property upon forms like B. V. Form 586, B. V. Form 587, and B. V. Form 589 in conformity with sections 19, 20, and 22, respectively, of the "regulations and instructions" referred to and approved by the commission in valuation order No. 3, second revised issue, and reporting changes in noncarrier property in conformity with supplement No. 1 to valuation order No. 3, second revised issue, by every common carrier subject to the provisions of the act to regulate commerce being under consideration:

It is ordered, That section (19) of the "regulations and instructions to govern the recording and reporting of all extensions and improvements, or other changes in physical property of every common carrier," referred to, and approved by the commission, in valuation order No. 3, second revised issue, be, and the same is hereby amended and changed to read as follows:

SEMIANNUAL STATEMENT OF ROADWAY COMPLETION REPORTS

(19) As of June 30 and December 31 of each year, carriers shall list upon forms like B. V. Form 586 the roadway completion reports that have been prepared during the six-month periods ending upon those dates, and shall file the same with the commission within 60 days after the close of the periods named, beginning with the period ending June 30, 1919: *Provided*, That, upon application to and with the approval of the Director of the Bureau of Valuation carriers may be relieved from preparing and filing such lists for any period or periods for which complete reports are filed upon forms like B. V. Form 588.

Upon request of the commission carriers shall furnish to the commission, for the period between the date as of which the property was inventoried and December 31, 1918, upon forms similar to B. V. Form No. 586, such lists of completed projects as it may deem necessary.

It is further ordered, That section (20) of the "regulations and instructions to govern the recording and reporting of all extensions and improvements, or other changes in physical property of every

common carrier," referred to, and approved by the commission, in valuation order No. 3, second revised issue, be, and the same is hereby, amended and changed to read as follows:

SEMIANNUAL STATEMENT OF EQUIPMENT COMPLETION REPORTS

(20) As of June 30 and December 31 of each year, carriers shall list upon forms like B. V. Form 587 the equipment completion reports that have been prepared during the six-month periods ending upon those dates, and shall file the same with the commission within 60 days after the close of the periods named, beginning with the period ending June 30, 1919: *Provided*, That, upon application to and with the approval of the Director of the Bureau of Valuation carriers may be relieved from preparing and filing such lists for any period or periods for which complete reports are filed upon forms like B. V. Form 588.

Upon request of the commission carriers shall furnish to the commission, for the period between the date as of which the property was inventoried and December 31, 1918, upon forms similar to B. V. Form No. 587, such lists of completed projects as it may deem necessary.

It is further ordered, That section (22) of the "regulations and instructions to govern the recording and reporting of all extensions and improvements, or other changes in physical property of every common carrier," referred to, and approved by the commission, in valuation order No. 3, second revised issue, be, and the same is hereby, amended and changed to read as follows:

ANNUAL STATEMENT OF CHARGES AND CREDITS TO THE INVESTMENT ACCOUNT FOR PROPERTY BROUGHT INTO OR RETIRED FROM OPERATION

(22) Upon forms like B. V. Form No. 589 carriers shall prepare annually and file with the commission statement that shall show for each valuation section within each State and Territory and the District of Columbia the charges for property placed in operation and the credits for property retired from operation that have affected the investment in road and equipment during the year for which the statement is prepared. The amounts reported shall be taken from the Record of Property Changes. Carriers inventoried as of June 30, 1914, shall report for the fiscal years ending June 30, 1915, 1916, and 1917; carriers inventoried as of June 30, 1915, shall report for the fiscal years ending June 30, 1916 and 1917; carriers inventoried as of June 30, 1916, shall report for the fiscal year ending June 30, 1917; and each such carrier shall file a report for the six months ended December 31, 1917, and for each succeeding fiscal year ending December 31 thereafter. Carriers inventoried as of June 30, 1917, and any June 30 subsequent to that date shall file a report for the first six months ending December 31 subsequent to date of inventory and for each succeeding fiscal year ending December 31 thereafter. The statements for the periods between the date of valuation and December 31, 1918, shall be filed with the commis-

sion as soon as they can be prepared. After December 31, 1919, the statements required shall be filed with the commission within 90 days after close of the period for which they are prepared: *Provided*, That, upon application to and with the approval of the Director of the Bureau of Valuation, carriers may be relieved from preparing and filing such statements for any period or periods for which complete reports are filed upon forms like B. V. Form 588.

It is further ordered, That supplement No. 1 to valuation order No. 3, second revised issue, effective September 1, 1920, be, and the same is hereby cancelled.

And it is further ordered, That this order shall be effective on and after January 1, 1933.

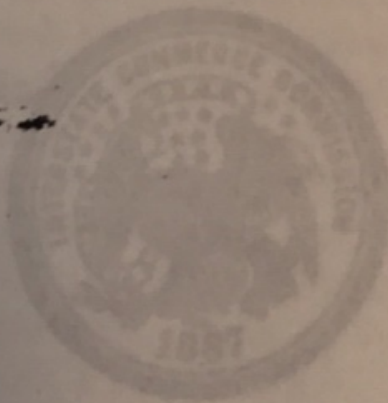
By the commission, division 1.

[SEAL.]

GEORGE B. MCGINTY,
Secretary.



EFFECTIVE JANUARY 1, 1933



INSTRUCTIONS

TO GOVERN

THE PREPARATION AND FILING OF
B. V. FORM No. 588

AS PRESCRIBED BY THE
INTERSTATE COMMERCE COMMISSION

IN ACCORDANCE WITH SECTION 19a OF THE
INTERSTATE COMMERCE ACT

EFFECTIVE JANUARY 1, 1933



INTERSTATE COMMERCE COMMISSION

WASHINGTON

MODIFYING AND SUPPLEMENTAL ORDER

At a General Session of the INTERSTATE COMMERCE COMMISSION, Division 1, held at its office in Washington, D. C., on the 25th day of November, A. D. 1932.

Valuation Order No. 3, Second Revised Issue, covering regulations and instructions to govern the recording and reporting of all extensions and improvements or other changes in physical property of every common carrier subject to the Interstate Commerce Act, provides that when directed such carriers shall file a list of the property added and retired, together with its cost, covering the period since the basic inventory or since the date of any such previous list, upon forms like those marked "B. V. Form No. 588."

For the purpose of bringing the valuations of all common carriers subject to the Interstate Commerce Act to date:

It is ordered, That each and every such carrier, and each and every receiver, or operating trustee of such carrier, be and is hereby required, within 90 days from the date prescribed by the Director, Bureau of Valuation, to file with the Commission on B. V. Forms Nos. 588 a statement of the property added since the inventory or since the date of any such previous list, and its cost, and a statement of the property retired or released since the inventory or since the date of any such previous list, and its cost, to December 31, 1927, or to such other date or dates as may be indicated, in accordance with the list of property units attached to Revised Supplement No. 4, to Valuation Order No. 3, Second Revised Issue, and the detailed instructions relating to the preparation of Forms Nos. 588 which are attached hereto and made a part hereof.

It is further ordered, That Supplement No. 5 to Valuation Order No. 3, Second Revised Issue, effective July 1, 1928, be, and is hereby, superseded and canceled as of the effective date of this order.

And it is further ordered, That January 1, 1933, be, and the same is hereby, fixed as the date on which the said revised Supplement No. 5 to Valuation Order No. 3, Second Revised Issue, shall become effective.

By the commission, division 1.

GEORGE B. MCGINTY,
Secretary.

**INSTRUCTIONS TO GOVERN THE PREPARATION OF
B. V. FORM NO. 588**

**REVISED SUPPLEMENT NO. 5 TO VALUATION ORDER NO. 3,
SECOND REVISED ISSUE**

PART I. GENERAL INSTRUCTIONS

1. FORM OF REPORT.

Upon forms like B. V. Form 588 Revised, size 11 by 17 inches (sample attached) the carrier shall file with the Commission, in duplicate with one copy carbon backed, statements that will show for each valuation section and for equipment—

(a) A list of property added since the inventory or since the date of any such previous list and its cost.

(b) A list of property retired or released since the inventory or since the date of any such previous list and its cost.

2. PROPERTY ADDED.

Property added shall be reported, together with its cost, separately from property retired and shall be reported by actual "in place" quantities in terms of the units shown in the "List of Units to be used in connection with Valuation Order No. 3, Second Revised Issue," with descriptive detail to conform with that therein prescribed, or as modified by section 29 of these instructions.

3. COST OF PROPERTY ADDED.

The amounts reported as the cost of property added shall be only those that affect the investment in road and equipment except as hereafter provided with respect to lands, miscellaneous physical property, and cost of road acquired through purchase, merger, consolidation or reorganization, and reconstruction of road so acquired.

The cost reported need be only the total cost of each structure as defined in section 21 of these instructions, the total cost for each mass account as defined in section 20 of these instructions, or as prescribed by the subschedules.

Except that when changes are reported under the unit designation "lot," the cost applicable to such unit shall be also reported.

4. PROPERTY RETIRED.

Property retired shall be reported separately from property added, and shall also be reported in terms of the units shown in the "List of

Units" previously referred to, with descriptive details to conform with those therein prescribed, except however, property included in the basic valuation reports and subsequently retired may be stated in terms of the units shown therein. The retirement of a complete structure individualized in the basic reports need be described only to the extent necessary to permit ready identification of such structure in the basic reports.

5. RETIREMENT QUANTITIES.

In reporting retirements of property which was included in the final valuation reports of the Commission the quantities thereof shall agree with the quantities included in the final Engineering Report. If loss and waste is included in the reported quantities, a note to that effect shall be made.

In reporting retirements of property which was not included in the final valuation reports of the Commission, but subsequently included in the records and reports prepared in compliance with Valuation Order No. 3, the quantities shall conform with the record covering the installation of such property.

6. COSTS APPLICABLE TO PROPERTY RETIRED OTHER THAN LAND.

The costs to be reported applicable to property retired other than land shall be—

(a) In column 12, the cost of reproduction new for property included in the basic valuation report, for equipment report also the original cost in column 11.

(b) In column 11, the cost included in the records and reports prescribed by Valuation Order No. 3 for property installed since date of basic valuation.

With respect to costs to be reported for retirements, in connection with betterments applied, the above requirements may be limited to consequential items, such as those under primary accounts 6, Bridges, trestles, and culverts; 9, Rails; 10, Other track material; 11, Ballast.

In determining the cost of property retired from service when it is impracticable because of the relatively large number and small size of units of any kind to determine the specific cost thereof, average costs may be used.

When changes are reported under the unit designation "lot," the cost applicable to such unit shall be also reported.

7. LAND FOR TRANSPORTATION PURPOSES.

Changes in lands owned or used for the purposes of a common carrier including acquisitions of lands or rights and lands retired, sold, or otherwise transferred, shall be reported on B. V. Form No. 588, subschedule "L," attached hereto and made a part hereof. This subschedule shall be filed in duplicate with one copy carbon backed.

In the preparation of subschedule "L" there shall be shown in column 15 under the caption "Remarks" for lands acquired a statement of the specific use to which such lands have been put and for lands retired or transferred from carrier use the disposition thereof, such as sales, transfers to noncarrier, reversions, etc. Such lands shall be designated by the map number and parcel number shown therefor in the basic Land Report if included therein.

Assessments for public improvements applicable to lands owned or used for common-carrier purposes shall be reported on subschedule "L" in total for each valuation section and by years.

Incidental land cost need not be reported in detail; only the lump-sum cost applicable to each parcel need be shown.

8. COSTS APPLICABLE TO LAND RETIRED.

The costs to be reported under the heading "Property Retired" for items of land shall be, the cost at the date of dedication to public use, and separately, the amount entered in the investment account to record therein the retirement.

9. PROPERTY TRANSFERRED FROM CARRIER USE TO NONCARRIER CLASSIFICATION AND VICE VERSA.

In reporting changes in carrier property, transfers from noncarrier to carrier use shall be considered additions and transfers from carrier use to noncarrier classification shall be considered retirements and conversely when reporting for noncarrier property.

10. JOINTLY OWNED PROPERTY AND JOINT PROJECTS.

Changes in jointly owned or jointly constructed property shall be reported separately from other property. The total quantities and total costs shall be reported. The total cost shall be shown in the description column and a statement of the names of the owning or participating companies, individuals or political subdivisions with the amounts or proportions owned and contributed by each. The cost to be entered under the heading "Property Added" or "Property Retired" shall be the portion of the total cost borne by the company for which the report is made.

11. CHANGES MADE IN OR TO PROPERTY OF OTHER COMMON CARRIERS.

Where one carrier assumes the cost of a change upon another carrier's property, or where one or more carriers participate with the owner in the cost of a change in the latter's property, the full details of the property units involved and their cost shall be reported separately from other property changes and the facts as to ownership and use shall be stated.